

Title	Develop and manage a budget for casino inspection and monitoring services		
Level	5	Credits	8

Purpose	People credited with this unit standard are able to: carry out budget planning for the personnel, operating and capital requirements of the casino inspection and monitoring services unit budget; manage casino inspection and monitoring services within budget; and monitor and control cost of casino inspection and monitoring services against agreed budget.
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Classification	Tourism > Casino Gaming
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Available grade	Achieved
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Guidance Information

- 1 Definition
Organisational management standards refer to documented management policies and procedures specific to the enterprise.
- 2 The Gambling Act 2003 is the main piece of legislation relevant to this unit standard together with any associated legislation and/or regulations, including but not limited to the Anti-Money Laundering and Countering Financing of Terrorism Amendment Act 2017.

Outcomes and performance criteria

Outcome 1

Carry out budget planning for the personnel, operating and capital requirements of the casino inspection and monitoring services unit.

Performance criteria

- 1.1 Projection of budget forecasts of expenditure uses statistical methods and relevant data.

Range relevant data for budget forecasts include – accounting information, wage and salary information, market information, general economic information.

- 1.2 Setting of budget policies, parameters, forecasts, and assumptions is in accordance with the unit's operational plan.
- Range budget policies include – budget-base, current levels, zero-base.
- 1.3 Communication to budget holders assists them in the development of budgetary proposals for their area of responsibility.
- 1.4 Analysis of costs and benefits supports draft budget proposals and states the net benefits which should be achieved from the expenditure.
- 1.5 Budgetary discussions with budget holders are conducted in a manner which promotes goodwill and commitment to achieve budget outcomes.

Outcome 2

Manage casino inspection and monitoring services within budget.

Performance criteria

- 2.1 The plan developed to specify annual expenditure is consistent with budgetary parameters and forecasts.
- 2.2 Policy and procedures developed contain an effective response for a budget crisis in accordance with legislation.
- 2.3 Systems implemented and maintained to monitor the quality of the budget are consistent with organisational management standards.
- Range monitoring systems include – quality assurance; administration; process; participative management.
- 2.4 Records related to expenditure and services conform to organisational management standards.
- 2.5 Proposals submitted to those responsible for approving and actioning the proposal, advance ideas for improvements in cost reductions and services consistent with organisational management standards.

Outcome 3

Monitor and control cost of casino inspection and monitoring services against agreed budget.

Performance criteria

- 3.1 Monitoring of the budgeting for the role holder's area and other areas confirms expenditure is within targets.

3.2 Implementation of systems to monitor and control costs within the role holder's area of responsibility are consistent with organisational management standards.

Range systems are standard book-keeping systems and may include – written – using standardised systems, computer based, regular feedback from departmental personnel.

3.3 Analysis of budget overruns to determine the causes of over-expenditure are consistent with organisational management standards.

3.4 Exercise of budgetary control is through the use of organisational management standards and statutory regulations.

3.5 Reports provided on expenditure within the area of responsibility are at agreed intervals.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	25 July 1999	N/A
Revision	2	24 February 2003	N/A
Review	3	23 January 2009	N/A
Revision and Rollover	4	1 November 2018	N/A
Revision and Rollover	5	29 July 2021	N/A

Consent and Moderation Requirements (CMR) reference	0112
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact ServiceIQ qualifications@serviceiq.org.nz if you wish to suggest changes to the content of this unit standard.